



**MAJOR PROJECTS
Notice of Funding Availability (NOFA):**

Date of Publication: March 7, 2016

**Community Development Block Grant (CDBG)
HOME Investments Partnership (HOME)**

For Questions, Contact:

**Barbara Asbury
Acting Assistant Director, Neighborhood Services Department
City of Fort Worth
817-392-7331
1000 Throckmorton
Fort Worth, Texas 76102**

Barbara.Asbury@fortworthtexas.gov

Or

**Avis Chaisson
Housing Development and Grants Manager
Neighborhood Services Department
817-392-6342**

Avis.Chaisson@fortworthtexas.gov

The City of Fort Worth Neighborhood Services Department will be accepting proposals for neighborhood revitalization, affordable housing and public facilities projects that are seeking Community Development Block Grant (CDBG) funds and HOME Investment Partnerships Program funds (HOME). All projects must meet regulatory requirements and eligibility criteria established by the U.S. Department of Housing and Urban Development (HUD), as outlined further within this Notice of Funding Availability (NOFA).

Proposals will be due on Friday, April 1, 2016, no later than 5:00 pm.

An estimated \$2.3 million in currently unprogrammed CDBG funds is available. In addition, at least \$600,000 in HOME funds and \$1.2 million in CDBG are expected to be received for the 2016-17 Program year beginning October 1, 2016. The total amount of funds to be awarded from this NOFA is anticipated to be at least \$4.1 million.

Informational sessions for this NOFA will be held on Wednesday, March 16 at 2:00 pm and Thursday March 17 at 2:00 pm in the 3rd Floor Conference Room of the Neighborhood Services Department at 908 Monroe, Fort Worth, Texas 76102 to give prospective proposers the opportunity to ask questions about the funding contemplated under this NOFA and applicable federal and/or city requirements. An evening informational session will also be held on Thursday, March 17 at 5:30 pm, at the same location, to ensure that proposers unable to attend during the day, will have an opportunity to have their questions answered. All proposers must submit a Statement of Intent To Apply Form (see attached) no later than 5:00pm on Friday March 18; any clarifications or addenda to this NOFA will be emailed only to proposers submitting a Statement of Intent.

Procedure for Application Review / Criteria for Approval

Proposals will be accepted from both External Partners: (non-profit entities serving low-income populations, or for-profit affordable housing developers); and Internal Partners (City departments implementing community development or capital improvement projects in Fort Worth neighborhoods). Proposals will be reviewed by Neighborhood Services staff. Full proposals will also be provided to the Community Development Council (CDC), the City of Fort Worth's Council-appointed advisory board for making funding recommendations for the CDBG and HOME Programs. The CDC will meet to consider all proposals on Wednesday, April 6 at 6:15 pm and Wednesday, April 13, 2016, at 6:15 pm. Neighborhood Services staff will present brief summaries of each proposal at the April 6th meeting, and proposers will be requested to attend and be available to answer questions from CDC board members. The CDC members will consider and vote on funding recommendations at the April 13th meeting. These funding recommendations will be presented to the Fort Worth City Council for approval. All decisions regarding funding by the Fort Worth City Council shall be final.

Following City Council approval, written agreements will be required for implementation of projects selected for funding (formal contracts for external entities and Letters of Agreement for City Departments). Terms of any funding will be negotiated as part of the written agreement and will be consistent with HUD guidelines and Neighborhood Services Department standard policy based on the type of activity under consideration.

Funding recommendations will be made based on the following criteria:

- Resolution of Pending HUD Regulatory Compliance Issues (10 Points)
- Timeliness of Expenditure of Funds (10 points)
- Administrative Feasibility of the Project within Existing Neighborhood Services Staff Capacity (10 points)
- Experience and Previous Partnerships with the City (5 points)
- Alignment with City of Fort Worth Capital Improvement Plan (CIP) Priorities (10 points)
- Consistency with Other (Non-CIP) City Council Established Priorities (5 points)
- High Leverage of Non-Federal Funds (5 points)
- High Degree of Benefit to Low-Moderate Income Populations / Neighborhoods (5 points)
- Correction of Any Existing Public Health/Safety Issues by a Project (10 points)

In addition to the above, the CDC will take into account the location of projects to ensure funds are geographically distributed throughout the City when making final recommendations to City Council. Projects recommended for funding will maximize impact on neighborhood revitalization in areas with the greatest need, while ensuring funds are distributed across multiple areas of the City.

Partial points will not be awarded for any category. In the event of a tie in points scored by two or more proposals, Neighborhood Services staff recommendations will be based on which project contributes most to the City's Compliance with HUD Requirements and to the Timeliness of Expenditure of Funds.

Eligible Activities / Eligible Projects

Projects must meet all HUD and City eligibility criteria in order to be recommended for funding. In general, HOME funds must be used for the development of housing that is affordable to low and moderate income households. CDBG funds can be used for a wide variety of community development activities that benefit low and moderate income neighborhoods and households; this NOFA emphasizes public facilities and improvements activities. City staff will determine which grant source is most appropriate to each project based on the project type and eligibility category.

Projects must meet one of the three criteria below:

- a) Serve a low-moderate income, primarily residential service area (see attached Map – this is known as Low-Moderate Income Area Benefit); **or**
 (“primarily residential” is defined as more than 50% of all properties at the project’s street or service area being residential, and the zoning of the service area is residential)
- b) Serve a population that is ***documented*** to be low- moderate income, or is ***presumed*** to be low-moderate income under the CDBG regulations (Known as “Limited Clientele” benefit - See 24 CFR 570.208(a)(2); **or**
(applicants proposing projects for facilities serving limited clientele populations must be prepared to document the income eligibility (or presumed benefit eligibility) of all clients served for at least 5 years following completion of the project.)
- c) Provide affordable housing to low-moderate income households. (For multi-family housing funded with CDBG, at least 55% of all units must be affordable to low-moderate income populations. For multi-family housing funded with HOME, a designated number of units in the project must be affordable to households at 80% of Area Median Income or below, with rents at or below levels established by HUD. See attached income and rent limits.)

Eligible activity cost types for projects under this NOFA are: construction, rehabilitation, real property acquisition, demolition, and architectural or engineering costs associated with an approved CDBG or HOME-funded project. Other costs directly related to an approved project may be considered but are subject to negotiation based on HUD regulatory eligibility, cost reasonableness, and administrative feasibility.

Additional project eligibility criteria include the following:

- 1) Project Type must be listed in the City of Fort Worth’s Consolidated Plan as a Priority Goal (see attached chart)
 - a. Preference will be given to Public Facilities or other Community Development projects having a visible impact on neighborhood revitalization.
 - b. See the Definitions section below for the list of activities included in the “Public Facilities” category.
- 2) Costs of the project must be reasonable. (See 2 CFR 200 for the federal standard for “reasonable”.
- 3) Preference will be given to projects that can begin construction within 30 days of completion of the Environmental Review, with overall project completion scheduled for no more than 12 months thereafter. For affordable housing

developers, applicants **must have** site control and identifiable sources of leveraged funding.

- 4) All projects are subject to HUD Environmental Review Requirements which dependent upon the activity may take from 60 to 120 days to complete.
- 5) Projects will be subject to annual monitoring conducted by Neighborhood Services Department staff for at least 5 years to verify continued compliance with HUD requirements, (as applicable to the particular project type).
- 6) For projects utilizing HOME funds, assisted housing units in the project must remain affordable and will be subject to annual monitoring and inspections conducted by Neighborhood Services Department staff for at least 15 years for rehabilitation projects and 20 years for new construction projects.
- 7) All CDBG construction projects will be subject to Davis Bacon wage rates, reporting requirements, and monitoring provisions. HOME projects with more than 12 designated HOME-assisted units will be subject to Davis Bacon wage rates and associated reporting and monitoring requirements.
- 8) All projects may be subject to HUD monitoring visits, or monitoring by other officials of the federal government as authorized by the applicable federal regulations.
- 9) CDBG or HOME funding may not be used to supplant other local funding. In specific, if a project has already been scheduled for inclusion in a City Capital Improvement Program or Bond Program or other City budget, CDBG or HOME funds may not be substituted for those local funds.
- 10) All projects must meet all requirements of the CDBG regulations at 24 CFR 570 or all requirements of the HOME regulations at 24 CFR 92, as applicable.
- 11) All projects must maintain complete supporting documentation of all project costs, and submit any such documentation as required by the Neighborhood Services Department when requesting reimbursement of project expenses.
- 12) The City reserves the right to request additional detailed information to confirm eligibility of particular costs within the project and as part of negotiations for the written agreement.
- 13) The Community Development Council reserves the right to take geographic distribution of projects into consideration in addition to points scored, when recommending award of funds.
- 14) The City of Fort Worth reserves the right to amend or withdraw this NOFA at any time.
- 15) The City of Fort Worth reserves the right to reject and disqualify any incomplete applications. Proposals will be considered incomplete if they are missing any of the required elements, or if the project description and other information provided is insufficient to make a determination as to whether the project is eligible under the CDBG or HOME regulations. **Late submissions will not be accepted or considered.**
- 16) Other terms and conditions of the contract will be negotiated at a later date and will be subject to the approval of the City and may ultimately be approved or rejected by the City Council.

17) City reserves the right to disqualify any submission that may present a conflict of interest between the City of Fort Worth, Proposer, or parties identified in the proposal.

18) The City of Fort Worth reserves the right to de-obligate funds if a project is not initiated in a timely manner consistent with the goals stated in this NOFA.

For further information on CDBG Eligible Activities and other requirements, see 24 CFR 570. For information on HOME Eligible Activities and other requirements, see 24 CFR 92. **Applicants with questions regarding the eligibility of their proposed project should call Avis Chaisson at 817-392-6342, or Barbara Asbury at 817-392-7331, and/or should attend one of the three informational sessions scheduled for March 16 and 17th.**

Ineligible Projects / Costs Under this NOFA

*Public services activities are **not eligible** under this NOFA.* Public Services are activities such as senior services, youth services, child care, case management, operational costs of social services programs, housing counseling, rental or other direct financial assistance to low income persons, job training or educational services.

*Economic development or commercial business activities/proposals are **not eligible** under this NOFA.* Applications will not be accepted from For-Profit business entities **UNLESS** they are for development of Affordable Housing for Low-Moderate Income households as defined by HUD.

CDBG funds may not be used for new construction of housing.

Construction or rehabilitation of buildings for the general conduct of government is **not eligible** under this NOFA.

Purchase of equipment, furniture, and fixtures, and operational or maintenance expenses of facilities, are **not eligible** under this NOFA.

Definitions

Public Facilities and Improvements: streets, sidewalks, streetlights, neighborhood centers, parks, accessibility improvements to public facilities or infrastructure; water and sewer facilities, special needs facilities, including homeless shelters

Proposal Contents and Submission Requirements

Proposals must be submitted to the Neighborhood Services Department, no later than 5:00 pm on Friday, April 1, 2016.

Proposals should be emailed to:

Barbara Asbury, Acting Asst. Director, Neighborhood Services Dept.
Barbara.Asbury@fortworthtexas.gov

and

Avis Chaisson, Housing Development and Grants Manager
Avis.Chaisson@fortworthtexas.gov

Proposals may also be delivered in person to:

Avis Chaisson, Housing Development and Grants Manager
Neighborhood Services Department
City of Fort Worth Municipal Annex, 908 Monroe Street, Third Floor
Fort Worth, TX 76102

Or by mail to: Avis Chaisson, Housing Development and Grants Manager
Neighborhood Services Department
City of Fort Worth
1000 Throckmorton
Fort Worth, TX 76102

A complete proposal will consist of the following documents:

1) Statement of Intent to Apply

This form must be submitted to the Neighborhood Services Department no later than 5:00 pm on Friday, March 18, 2016. The Statement of Intent must be emailed to both Avis Chaisson and Barbara Asbury, at the email addresses provided above.

- 2) Complete narrative description of the project. The description must be sufficiently detailed that a determination of HUD eligibility can be made. The description should answer the following questions:
- a. Who is served by the project?
 - b. What does the project propose to do?
 - c. What problem does the project solve?
 - d. How will the project improve the lives of low-moderate income residents of Fort Worth?
 - e. How does the project address neighborhood revitalization needs?
 - f. What are the credentials and experience of the staff persons implementing the project? (attach key staff resumes as appropriate)
 - g. How does the project address the various selection criteria listed on page 2 of this NOFA?

- 3) Complete narrative description of the Project Sponsor / Proposer, covering the following issues (at a minimum):
 - a. History of service to the community, and to low-moderate income populations, including a list of projects/programs the applicant has sponsored/implemented
 - b. Geographic area of Fort Worth that the proposed project serves; and description/list of the neighborhood/neighborhoods where the project's clients reside
 - c. History of any past partnerships with the City of Fort Worth
 - d. History of any past projects implemented using HUD grant funds
 - 4) Detailed project schedule including anticipated commencement and completion dates, together with the amount of time anticipated to be required for each stage of the project
 - 5) Legal Description/Full address and Map of Project Location
 - 6) For affordable housing proposals, maps of proximity to transit, schools, retail, etc.
 - 7) Detailed photos of project or proposed project site, with appropriate labelling.
 - 8) If available, site plan and/or architectural rendering or drawings
 - 9) Detailed project budget showing all sources and uses of funds. (Proposer may use attached budget form, or may provide equivalent information in an existing format. The Neighborhood Services Department may request additional budgetary information to verify cost eligibility and reasonableness.)
 - 10) For multifamily projects, provide a 20-year proforma including operating budget and projected rents
 - 11) For affordable housing proposals, evidence of site control such as deed, purchase and sale agreement, etc. should be attached.
 - 12) Form 1295 (for external applicants only)
 - 13) Most recent financial statement and audit (external partners only)
- Narrative responses to questions 1-3 should be no longer than 5 pages (and shorter if possible); additional supporting material such as brochures, performance reports, etc, may be attached to each proposal as appropriate. Attachments must be completed and signed, as applicable.

For questions regarding this NOFA, please contact Barbara Asbury at (817) 392-7331 barbara.asbury@fortworthtexas.gov or Avis Chaisson at (817) 392-6342 avis.chaisson@fortworthtexas.gov.

**Summary of Priority Project/Activity Types in the City of Fort Worth 2013-2018
Consolidated Plan***

HIGH PRIORITIES	LOW PRIORITIES
Public Facilities/Infrastructure: Street Improvements (incl. sidewalks, lighting)	Public Facilities/Infrastructure: Other (community centers, parks, water/sewer)
Rental Housing Production	Single-Family Infill Housing
Housing Rehabilitation	Housing: Architectural Barrier Removal
Demolition: Residential	Demolition: Commercial

*** Please Note:** This chart presents only those priorities that are eligible under this NOFA; *public services activities are not listed and are not eligible under this NOFA*. For a full listing of priority activities (including those not eligible under this NOFA, please see the full City of Fort Worth Consolidated Plan on the City website at <http://fortworthtexas.gov/neighborhoods/federal-funds/>

ATTACHMENT A:
STATEMENT OF INTENT TO APPLY FOR CDBG or HOME FUNDS

**THE CITY WILL NOT CONSIDER ANY PROPOSAL FOR WHICH THIS
STATEMENT OF RECEIPT AND STATEMENT OF INTENT IS NOT RECEIVED BY
FRIDAY, MARCH 18, 2016 at 5:00 p.m.**

STATEMENT OF RECEIPT

I hereby acknowledge receipt of the Major Projects Notice of Funding Availability (NOFA) packet.

Organization:		
Project Name/Address:		
Name of Responsible Party:		
Title:		
Signature: _____	Date: _____	

STATEMENT OF INTENT

Please indicate the amount of funds anticipated to be requested.

Amount of Funds Requested:	\$ _____
CONSOLIDATED PLAN PRIORITY ADDRESSED	
<input type="checkbox"/> Public Facilities/Infrastructure: Street Improvements (including sidewalks, lighting, etc.) <input type="checkbox"/> Rental Housing Production <input type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> Demolition: Residential <input type="checkbox"/> Public Facilities/Infrastructure Improvements: Other (community centers, parks, homeless shelter, water/sewer, architectural barrier removal) <input type="checkbox"/> Single Family Infill Housing <input type="checkbox"/> Demolition: Commercial	

Proposers must submit this document via email **by March 18, 2016** at 5:00 pm, to Avis Chaisson at avis.chaisson@fortworthtexas.gov with cc: to Barbara Asbury at Barbara.asbury@fortworthtexas.gov

Neighborhood Services staff will determine which funding source each proposed project may be funded from (CDBG or HOME), based on HUD eligibility guidelines.

ATTACHMENT B
PROJECT BUDGET FORM*

ITEMS	CDBG or HOME Funding Requested	Other Funding Source (Leveraging)	TOTAL COST \$ 1+2=(3)
PREDEVELOPMENT COSTS			
1. Market Study / Feasibility Studies (Housing Projects Only)			
2. Other			
3. Total Predevelopment Costs:			
DEVELOPMENT COSTS			
4. Land and/or building acquisition			
5. Enviromental Assessment			
6. Construction Costs			
7. Appraisal			
8. Architectural & Engineering Fees			
9. Permit Fees			
10. Property survey			
11. Utility hook-up and impact fees			
12. Title & Recording fees			
13. Developer's fee			
14. Other			
21. Total Development Costs (Total of items 4 to 14)			
22. TOTAL PROJECT COSTS (Sum of Lines 3 and 21)			

*Cost types not listed on this form may be considered if required by the project and eligible under the CDBG and or HOME regulations; Proposer may use alternate budget format if all detailed information for the project budget is provided, including other funding sources.

ATTACHMENT C: Income and Rent Limits

Community Development Block Grant 2015 HUD Income Limits

2015 Median Family Income - Fort Worth/Arlington, TX*								
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% AMI	\$14,650	\$16,750	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
50% AMI	\$24,440	\$27,900	\$31,400	\$34,850	\$37,650	\$40,450	\$43,450	\$46,050
80% AMI	\$39,050	\$44,600	\$50,200	\$55,750	\$60,250	\$64,700	\$69,150	\$73,600

**Home Investment Partnership (HOME) 2015 HUD Income Limits
FOR HOUSING PROJECTS ONLY**

2015 Median Family Income - Fort Worth/Arlington, TX*								
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% AMI	\$14,650	\$16,750	\$18,850	\$20,900	\$22,600	\$24,250	\$25,950	\$40,890
50% AMI	\$24,440	\$27,900	\$31,400	\$34,850	\$37,650	\$40,450	\$43,450	\$46,050
60% AMI	\$29,280	\$33,480	\$37,680	\$41,820	\$45,180	\$48,540	\$51,900	\$55,260
80% AMI	\$39,050	\$44,600	\$50,200	\$55,750	\$60,250	\$64,700	\$69,150	\$73,600

2015 HOME RENT LIMITS

	Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms
Low Home Rent Limit	\$610	\$653	\$785	\$906	\$1,011	\$1,116	\$1,219
High Home Rent Limit	\$510*	\$690	\$893	\$1,143	\$1,255	\$1,367	\$1,478

* Income and Rent Limits are established and published at least annually by HUD.

* For all HOME projects, the maximum allowable rent in any HOME-assisted unit is the HUD High HOME Rent Limit or Low HOME Rent Limit; 20% of all HOME assisted units must be designated for households at 50% of AMI or below paying no more than the Low HOME Rent.

ATTACHMENT D: ENVIRONMENTAL REVIEW REQUIREMENTS

Projects funded in whole or in part with Community Development Block Grant funds or HOME Investment Partnership Program (HOME) funds must meet HUD's Environmental Review requirements as outlined at 24 CFR Part 58. The following applies to this Request for Proposals:

- I. ***After submitting this Proposal, parties may not spend, commit, or contract to spend any money – either private or public funds – for site work, property acquisition, demolition, rehabilitation of multifamily units, conversion, construction/reconstruction prior to the completion of environmental review and receipt of the Release of Funds from U.S. Department of Housing and Urban Development (HUD).*** The City of Fort Worth Neighborhood Services Department will require a certification that no funds have been spent, committed or contracted prior to executing a contract with a successful Proposer or authorizing final approval of funds for City-administered projects. Violation of this provision will result in the denial of funds under this Request for Proposal; violation of this provision could result in denial of funds for the project by HUD, or repayment to HUD of any grant funds expended. If project is chosen for funding, a Notice To Proceed will be sent when the Authorization to Use Grant Funds has been received.
- II. Notwithstanding the above, Proposers may begin architectural and engineering services, purchase options and certain pre-development activities ***only with prior written approval*** from the City of Fort Worth. Undertaking these activities without prior approval will result in the denial of funds under this Request for Proposal.
- III. In any case where architectural and engineering services, purchase options or other pre-development activities are underway, I will notify the City of Fort Worth of the status of those activities and wait on written approval from the Neighborhood Services Department before proceeding with any additional activity.

I certify that I have read this information and understand these requirements.

TYPED NAME:

TITLE:

SIGNATURE:

DATE:

ATTACHMENT E

I hereby certify that the information contained in this Proposal and its attachments fairly represents the Proposer's plans and budget for the project requested for funding. I understand that any misrepresentation shall constitute grounds for rejection of an application or the termination of funding at the discretion of the City of Fort Worth. I agree to provide any additional information for determining eligibility as requested by the City. I acknowledge that I have read and understand the requirements of this Request for Proposal. I certify that I am authorized to sign this Proposal.

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including failure to disclose, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify this information is true and complete.

Organization:			
Typed Name:			
Title:			
Signature: _____		Date:	

ATTACHMENT F: FEDERAL REQUIREMENTS

Any contract resulting from NOFA will be subject to the following federal requirements as applicable by project type:

I. SITE AND NEIGHBORHOOD STANDARDS

To be considered for HOME funding, all applicants submitting proposals for new construction of rental housing must adhere and meet 24 CFR Part 983.6 for Site and Neighborhood Standards Review to meet the neighborhood standards requirements.

II. FAIR HOUSING

Federal, state and local fair housing laws prohibit discrimination based on race, color, religion, sex, disability, familial status, and national origin. The City of Fort Worth prohibits discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable because of sex, race, national origin, age, disability, religion, color, familial status, sexual orientation, transgender, gender identity or gender expression. Developers who partner with the City of Fort Worth and who engage in any real estate transaction in the City limits of Fort Worth may not discriminate against anyone on the bases of their sex, race, national origin, age, disability, religion, color, familial status, sexual orientation, transgender, gender identity or gender expression.

III. AFFIRMATIVE MARKETING

Proposer acknowledges that if the proposed project contains 5 or more HOME-assisted units, affirmative marketing steps will be required. These steps must include actions to provide information and attract eligible persons without regard to race, color, national origin, sex, religion, familial status or disability. The steps must also include steps to be used to inform and solicit applications from persons in the housing market area who are not likely to apply without such special outreach.

IV. SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits recipients of Federal funds from excluding any qualified persons from participating or receiving benefit from, any federally funded program or activity based solely on his or her disability. As part of the requirement to comply with Section 504, new multifamily housing projects must have a minimum of five percent (5%) of the total units or at least one unit, whichever is greater, be made accessible for persons with mobility impairments. An additional two percent (2%) of the units (but not less than one unit) in such a project will be made accessible for persons with hearing or vision impairments. Also, single-family units constructed or rehabilitated with HOME funds shall be made accessible upon request of a prospective disabled buyer. The cost of such accommodations may be included in the buyer's mortgage amount. Projects assisted with CDBG must also meet Section 504 accessibility requirements.

V. SECTION 3

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

Section 3 is applicable if construction contracts are equal to or exceed \$200,000 or if a subcontract is equal to or exceeds \$100,000. In the event where this contract results in the hiring of new employees, ten percent (10%) of new hires should be Section 3 residents (people living in public housing or people who are low-moderate income); OR ten percent (10%) of the total dollar amount for any construction contract (plumbers, carpenters, etc.) on the project AND three percent (3%) of the total dollar amount for any other non-construction contract (engineers, appraisers, etc.) on the project should be awarded to a Section 3 Business.

V.I. DAVIS BACON REQUIREMENTS

Proposer acknowledges that any contract for the construction of affordable housing with 12 or more units assisted with HOME funds will be subject to the Davis-Bacon Act. Any CDBG-funded contract for construction for over \$2000 must meet Davis-Bacon wage requirements. .

VI. CONFLICT OF INTEREST

Proposer acknowledges that no person who is an employee, agent, consultant, officer or elected/appointed official of the City of Fort Worth, or who has family or business ties with such employees, agents, consultants, officers or elected/appointed officials, who exercises or have exercised within the past year any functions or participated in decision-making or were in a position to gain inside information with respect to CDBG or HOME funds, may receive any financial benefit from a CDBG- or HOME-assisted activity.

I certify that I have read this information and understand that these federal requirements may apply to my project.

TYPED NAME:

TITLE:

SIGNATURE:

DATE:

Mandatory Disclosures

ATTACHMENT G

Form 1295 -- INTERESTED PARTIES ACKNOWLEDGEMENT

Effective January 1, 2016, House Bill 1295 requires that contractors and/or vendors for all cities in Texas, including the City of Fort Worth, complete Form 1295 and disclose information on all interested parties to any contract. This state law prohibits the City of Fort Worth from awarding any contractors and/or vendors funds through a contract, purchase and/or purchase agreement unless Form 1295 has been completed.

Contractors may complete the forms associated with Form 1295 at www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. Contractors are responsible for submitting notarized original forms. Form 1295 must be submitted by the Contractor before the M&C may be considered by City Council. Originals will be submitted to the Neighborhood Services Department prior to final Council approval of any project funded through this NOFA.

PLEASE NOTE: City employees are not able to assist Contractors with the completion of Form 1295. If you need assistance or have any questions, Contractors should contact the Texas Ethics Commission at 512-463-5800. Additional information and definitions are available at www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

ATTACHMENT H

CALENDAR FOR NOFA PROCESS

March 7, 2016	NOFA Published
March 16, 2016	Informational Session #2 2:00 pm 908 Monroe, 3 rd floor conference room
March 17, 2016	Informational Session #3 2:00 pm 908 Monroe, 3 rd floor conference room
March 17, 2016	Informational Session #4 5:30 pm 908 Monroe, 3 rd Floor Conference room
March 18, 2016	Final Due Date for Statement of Intent to Apply 5:00 pm Email Statement of Intent form to: Avis.chaisson@fortworthtexas.gov Barbara.Asbury@fortworthtexas.gov
April 1, 2016	Due Date for All Proposals 5:00 p.m. Via Email to: Avis.chaisson@fortworthtexas.gov Barbara.Asbury@fortworthtexas.gov Or Hand Delivery: 908 Monroe, 3 rd Floor Fort Worth, Texas 76102
April 6, 2016	Community Development Council (CDC) Meeting #1 Proposers Invited to Attend to Respond to CDC Questions
April 13, 2016	Community Development Council Meeting #2 Funding Recommendations Finalized
June 7	Final Funding Recommendations presented to City Council

CDBG Eligible Area

